

**NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION  
ROTATIONAL ASSIGNMENT PROGRAM OPPORTUNITY**

**Occupational Category:**

Managerial\_\_\_\_\_ Technical \_\_ Analytical\_\_\_\_\_

Administrative X Clerical/Support \_\_\_\_\_ Other\_\_\_\_

**Level of Responsibility:** GS 9-12 or Pay Band ZA/ZP 2/3

**Duration:** 3 months \_\_\_\_\_ 6 months X Other\_\_\_\_\_

**Timeframe:** 1<sup>st</sup> quarter \_\_\_\_\_ 2<sup>nd</sup> quarter X 3<sup>rd</sup> quarter \_\_\_\_ 4<sup>th</sup> quarter \_\_\_\_

**Title of Assignment:** Information Technology Support Assistant

**Assignment Objective:**

The object of this assignment is for the selected candidate to assist in the acquisition, maintenance, and disposition of information technology in the NESDIS Integrated Program Office (IPO). The term information technology as used here includes computer software, hardware, printers, applicable licenses, support of IT architecture, web development, database management, data entry, network support, and writing and reviewing various plans.

**Description of Tasks:**

The applicant will be tasked to help the current administrative and network staff in the following areas: computer user support, network support, limited systems analysis, updating intranet site, assisting in the formation of a library for the public web site, updating inventory database, data entry, attending various NESDIS IT Architecture meetings, writing and reviewing various plans for compliance with DOC/NOAA/NESDIS guidelines, assisting with records management applications software acquisition, installing desk-top computers and software, configuring laptops, helping disburse new software globally within the IPO, assisting with IT data calls, and learning about and possibly training staff members on recently purchased correspondence software.

**Special Requirements and Selection Criteria:**

Applicant must possess a knowledge of the IT and administrative fields with the demonstrated ability to perform many of the tasks outlined above.  
Applicant must be a proactive, project oriented individual capable of carrying out tasks with minimal supervision. Some skills in research and technical writing are required.

Selection may be limited to the local commuting area dependent on the availability of funding.

**NOAA Line/Staff Office:** NESDIS/Integrated Program Office (**Silver Spring, MD**)

**Point of Contact:** Marty Deiseroth, Chief, Management Operations, IPO (301)-713-4713

**NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION  
ROTATIONAL ASSIGNMENT PROGRAM OPPORTUNITY**

**Occupational Category:**

Managerial:                      Technical:                      Analytical: X  
Administrative:              Clerical/Support:              Other:

**Level of Responsibility:** GS-13/14              or    Pay Band: ZP IV

**Duration:**    3 months: X                      6 months:                      Other:

**Timeframe:** 1<sup>st</sup> Qt:    2<sup>nd</sup> Qt: X    3<sup>rd</sup> Qt: X    4<sup>th</sup> Qt: X

**Title of Assignment:** SARSAT Cost-Benefit Study Lead

**Assignment Objective:**

Strengthen leadership competencies within the Office of Personnel Management's SES Executive Core Qualifications. Specifically, this assignment will address the following core qualifications / competencies:

Business Acumen/Financial Management: The incumbent will gain broad understanding of budgeting, cost-benefit analysis, and will lead a contractor team in completing the study.

Building Coalitions/Partnering: The incumbent will develop networks and collaborate with representatives from the U.S. Air Force, U.S. Coast Guard and NASA, and possibly the National Transportation Safety Board to complete the study. This will require finding common ground with a broad range of stakeholders.

**Description of Tasks:**

NOAA operates a series of satellites in low-earth and geostationary orbits to detect and locate aviators, mariners and land-based users in distress. The satellites, along with a network of ground stations, and the U.S. Mission Control Center in Suitland, MD are part of the International Cospas-Sarsat Program whose mission is to relay distress signals to the international search and rescue community.

As part of this assignment the incumbent will perform the following tasks:

- Become familiar with the SARSAT and Cospas-Sarsat Systems and the SARSAT interagency budget
- Become familiar with the basics of Cost-Benefit Analysis

- Lead a contractor team (working with the Contracting Officer's Technical Representative) to conduct the analysis in cooperation with the SARSAT partner agencies
- Provide periodic briefings to the SARSAT Program Steering Group and the Joint Working Group on the analysis
- Lead a contractor team to write the final Cost-Benefit Study report
- Document economic impact of the SARSAT program

**Special Requirements and Selection Criteria:** Assignment selection will be limited to the local (D.C.) commuting area.

NOAA Line/Staff Office: National Environmental Satellite, Data, and Information Service, Office of Satellite Data Processing & Distribution (OSDPD) (Suitland, MD)

**Point of Contact:** Mr. Ajay Mehta (301) 457-5678